

## **Title I Notice to Parents of the SEA Complaint Process**

Section 9304(a)(3)(C) of the Elementary and Secondary Education Act of 1965 as amended by the No Child Left Behind (NCLB) Act of 2001 (P.L. 107-110) requires states to adopt written procedures for the receipt and resolution of complaints alleging violations of law in the administration of the programs in P.L. 107-110.

The LEA Title I Program is required to inform parents of the SEA's complaint process.

### **Complaint Procedures for ESSA**

Individuals filing complaints **must** include the following written information:

- The name of school, campus, or school employee alleged to have violated a specific federal requirement.
- The specific requirement you believe has been violated.
- The actions, facts, and documentation on which you base your complaint.
- Documentation of the efforts to resolve the complaint through the local parent complaint process.
- The resolution you expect.

Written complaints are accepted by mail, fax, e-mail, or in person. The FDOE must be able to verify the complainant's name, phone number, and address in order to acknowledge receipt of the complaint. FDOE will not be able to appropriately respond to the complaint without contact information. FDOE requests a signature of the person filing the complaint. Send complaints to:

Bureau of Federal Educational Programs  
Florida Department of Education  
325 West Gaines Street, Room 348  
Tallahassee, Florida 32399-0400  
E-Mail: [bfep@fldoe.org](mailto:bfep@fldoe.org)

Written complaints are forwarded to the appropriate state education agency (SEA) division for review and response. If additional information is needed, the SEA division will contact the person filing the complaint.

To ensure that you have properly accounted for the required components necessary for filing an official complaint, you can use the [online ESSA complaint form](#). Fill out the required fields, print out the letter that is generated, and mail the signed form to the address above.

**Full details and ESSA complaint forms are available at:**

<http://www.fldoe.org/policy/edu-laws-legislation/no-child-left-behind/nclb-complaint-process.shtml>